

SYMMEs TOWNSHIP

Board of Zoning Appeals

9323 Union Cemetery Road
Cincinnati, Ohio 45140-9386

INSTRUCTION TO APPELANT FOR FILING VARIANCE REQUESTS

1. OBTAINING THE REFUSAL

A Board of Zoning Appeals case may be originated by filing an application for Zoning Certificate with the **Symmes Township Zoning Inspector, (Planning & Development Department/Zoning Division) located in Room 801, 138 E. Court Street, Cincinnati, Ohio 45202, 513-946-4550**. *A complete application shall include a Zoning Certificate application form and copy of the Field Order, if applicable, four (4) site plans reflecting all details of the proposed work and one (1) set of structural drawings.* If the Zoning Inspector refuses to issue the Zoning Certificate and the applicant chooses to appeal to the Board, a letter of refusal will be mailed stating the reason for the refusal and the code sections under which the appeal may be heard by the Symmes Township Board of Zoning Appeals. *A deposit (refer to zoning certificate form) is required prior to issuance of the written refusal.*

Note: An appeal must be filed by a person having a legal and/or equitable interest in the property affected in the appeal or by an attorney representing the person having legal or equitable interest. The Board requires the owner or his legal counsel to be present at the public hearing. An officer of a corporation or a general partner of a partnership may file a written appeal on behalf of a corporation having legal and/or equitable interest in the property affected. However, a corporation or a partnership must be represented by legal counsel at a public hearing.

2. FILING THE CASE

A case shall be filed personally with the **Zoning Inspector, (Planning & Development Department/Zoning Division) located in Room 801, 138 E. Court Street, Cincinnati, Ohio 45202, 513-946-4550**. Cases shall be filed a minimum of one (1) month prior to the Board of Zoning Appeals meeting which typically occurs on the first Monday of each month. A complete application shall contain the following information:

- a. One (1) completed ivory and one (1) completed gray Symmes Township Board of Zoning Appeals application and an explicit typewritten statement as outlined in the gray form.
- b. One (1) set of preliminary drawings and twelve (12) site plans must be submitted at the time the case is filed. Copies of the same plans previously submitted for a Zoning Certificate may be used when filing the case, provided said plans are drawn to scale and show the actual shape and dimension of the lot to be built upon, the exact size and location of the buildings and accessory buildings existing, the exact size and location of the proposed building or structures including parking areas, the existing and intended use of each building or part of a building, the number of families or housekeeping units the building is intended to accommodate and such other information with regard to the lot and neighboring lots as may be necessary to provide for a proper hearing and determination of the case. *When a new dwelling or non-residential building is being constructed, the proposed site plan must be prepared by a surveyor registered in the State of Ohio. When a residential addition of 600 or less and at least 10 feet from a property line, or the use of an existing building or premises is involved, the site plan must be based on an actual survey.*
- c. *A fee is required when the case is filed. (All checks must be made payable to Symmes Township Zoning.)*
3. *All forms, including notices, necessary for the advertisement of the case, will be executed by the Symmes Township Board of Zoning Appeals.*
4. *The Township will prepare, for you, a typewritten list of names and complete addresses of the property owners of all lots and lands within two hundred (200) feet of the property in question. The list will be prepared from the County Auditor's current tax list as of record in CAGIS (Cincinnati Area Geographic Information System). The generated list will be utilized in the execution of notices prior to the hearing.*
5. *A legal notice will be prepared by the Symmes Township Board of Zoning Appeals and placed in a newspaper of general circulation in the County two weeks prior to the public hearing. When applicable, the applicant will receive the bill for said legal notice.*

6. THE PUBLIC HEARING/SCHEDULING THE HEARING

*The case will be heard at a public hearing held by the Symmes Township Board of Zoning Appeals at their regularly scheduled meeting. **Meetings are held at the Symmes Township Administration Building, 9323 Union Cemetery Road, Symmes Township, Ohio 45140-9386.** The Board typically meets on the first Monday of every month at 7:00 p.m. **Contact Luanne Felter at 513-683-6644 for additional scheduling information.***

7. THE ZONING CERTIFICATE

*Following the Symmes Township Board of Zoning Appeals public hearing, a resolution of "Approval" or "Denial" will be adopted by the Board. Copies of that decision and related maps are then forwarded to the applicant and may be required for Zoning Certificate and Building Permit processing when applicable. If the approved plan is the same as the plan originally filed with the zoning certificate application in Step #1, the applicant shall pay any additional zoning certificate fee not covered by the original refusal deposit and a zoning certificate shall be issued for the structure. If the approved plan has changed or conditions of approval warrant changes in the originally filed site plan, four (4) copies of the modified/approved plan will be required for zoning certificate processing, along with the balance of the applicable zoning certificate fee. **All zoning certificate fees for structures built prior to the issuance of a zoning certificate will be doubled.***